

Topic 6: Check/Prepare the Inspection**Introduction:**

This topic will demonstrate how to check/prepare the inspection for completion using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 11 - Check/Prepare the Inspection
- Walkthrough 12 - View the Inspection Report

Walkthrough 11: Check/Prepare the Inspection

Step 1: Single-click the **Check/Prepare/Import** tab.

The *Check/Prepare/Import* screen for unfinished/incomplete inspections opens.

Inspection Number: -388

Property Information | Building / Unit Information | Property Inspectable Items | **Check / Prepare / Import**

Unfinished Inspections | Incomplete Inspections

Site Records

Site	Inspectable Item	NOD	OD	NA
►	Play Areas and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storm Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Walkways/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: ? Help Exit

Step 2: If an inspection is incomplete, the system indicates those areas which need to be completed. Complete the inspection as indicated before completing the next step.

Step 3: Single-click the **Check/Prepare** tab.

The *Check/Prepare/Import* screen for complete inspections opens.

Inspection Number: 115

Property Information Building / Unit Information Property Inspectable Items **Check / Prepare / Import**

INSPECTION IS COMPLETE

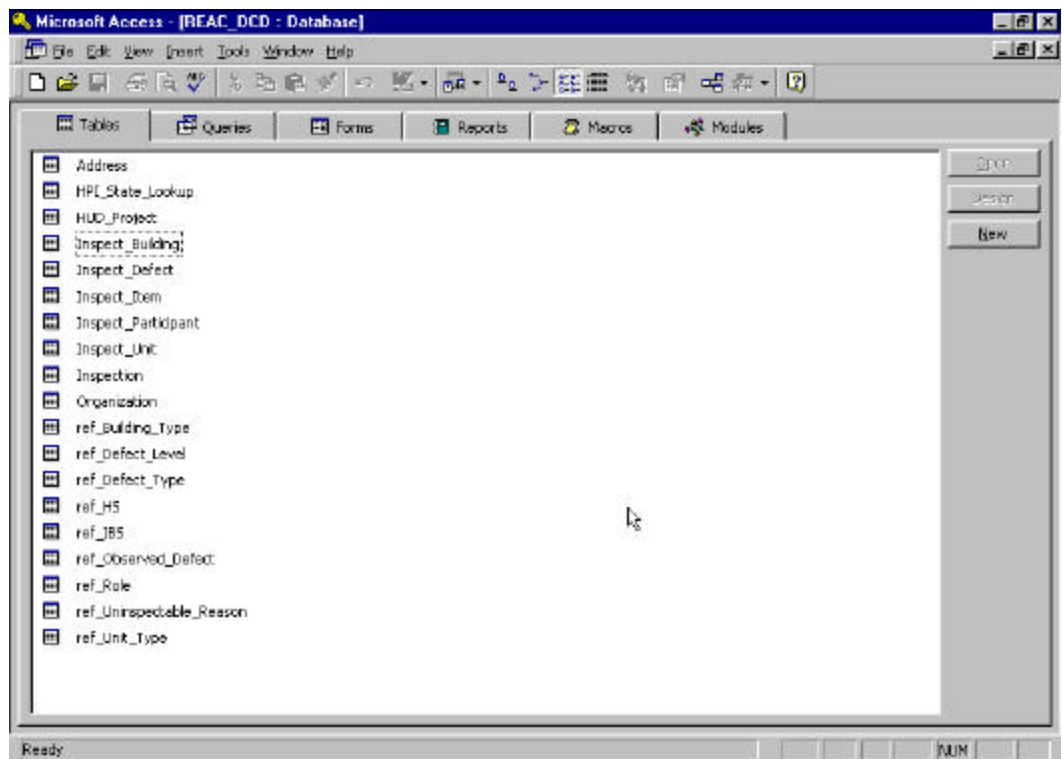
Inspection #	115	Inspector	PUBLIC
Property ID	80799		
Property Name	Brighton Meadows		

Life Threatening Hazards Report ? Help Exit

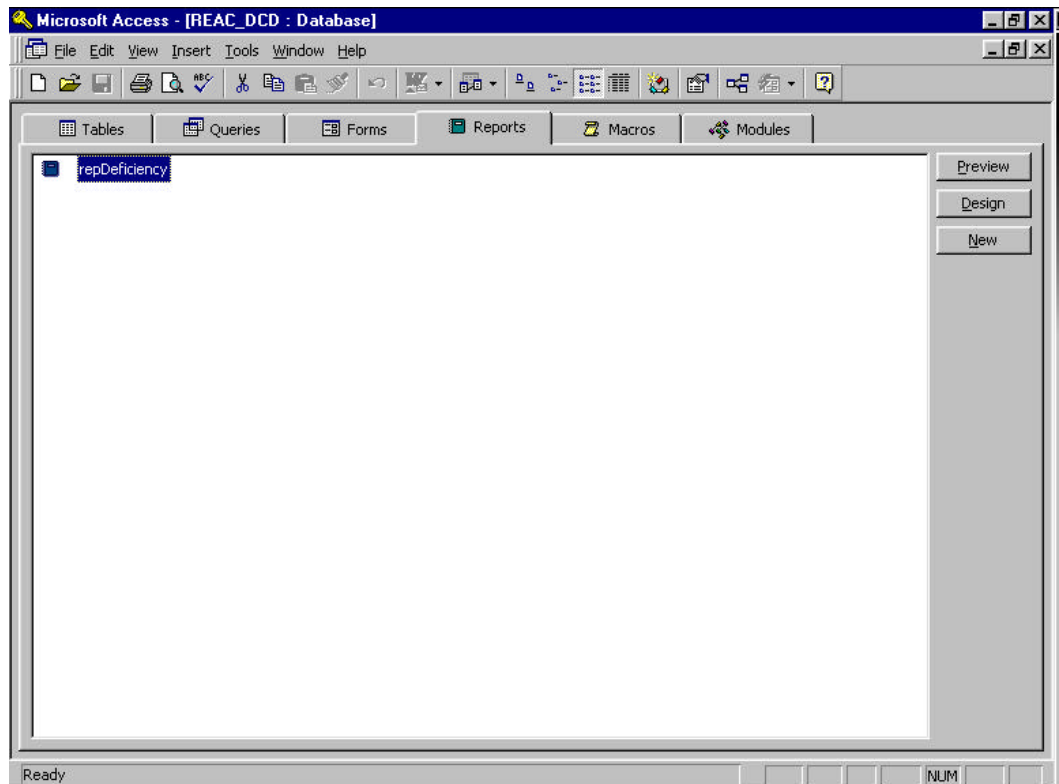
NOTE: IF THERE ARE ANY LIFE-THREATENING HAZARDS REPORTED DURING THE INSPECTION, SINGLE-CLICK THE LIFE THREATENING HAZARDS REPORT BUTTON TO VIEW THE REPORT. THE REPORT WILL INCLUDE INFORMATION ABOUT THE LIFE THREATENING HEALTH AND SAFETY HAZARDS OBSERVED DURING THE INSPECTION. THE LIFE THREATENING HAZARDS REPORT BUTTON WILL NOT APPEAR ON THE CHECK/PREPARE/IMPORT SCREEN IF NONE WERE REPORTED DURING THE INSPECTION.

Walkthrough 12: View the Inspection Report

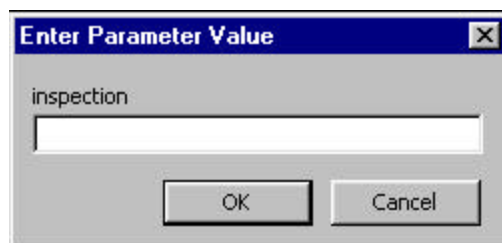
- Step 1:** Open Windows Explorer.
- Step 2:** Locate filename **reac_dcd.mdb** using the following path:
C:\Program Files\Hudinsp\data\reac_dcd.mdb
- Step 3:** Double-click **reac_dcd.mdb** file to open.
The Microsoft Access page opens.



- Step 4:** Single-click the **Reports** tab.
The *Reports* page opens.



Step 5: Double-click the **repDeficiency** icon.
The *Enter Parameter Value* message box opens.



Step 6: Enter the inspection number in the **Inspection** field.

Step 7: Single-click the **OK** button.
The *Deficiency Report* opens.

Deficiency Report

Inspection No: 115

Property: 200 Lakeshore Drive
Brighton MA 02135

Inspection Date: 8/9/99

Phone: 6177824567

Fax: 6177821456

Scattered Site? N

E-mail Address: crockwell@meadows.com

Inspected Item	NOD/OD	Observation	Severity	Location/Comments	
BldgExt					
Building 1					
Lighting					
	OD	Missing/Broken Bulbs	Major	Location:	Comment:
	OD	Broken Fixtures	Major	Location:	Comment:
	OD	Missing/Broken Bulbs	Major	Location:	Comment:
	OD	Broken Fixtures	Major	Location:	Comment:
	OD	Missing/Broken Bulbs	Major	Location:	Comment:
	OD	Broken Fixtures	Major	Location:	Comment:
CA					
Building 1					
Trash Collection Areas					
	OD	Chutes - Damaged/Missing Components	Major	Location:	Comment:
	OD	Chutes - Damaged/Missing Components	Major	Location:	Comment:
	OD	Chutes - Damaged/Missing Components	Major	Location:	Comment:
DU					
Building 1 - Unit 1					
Floors					
	OD	Floor Covering Damage	Major	Location:	Comment:
	OD	Floor Covering Damage	Major	Location:	Comment:
	OD	Floor Covering Damage	Major	Location:	Comment:
Electrical System					

Friday, August 13, 1999

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